

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange (www.hudhre.info). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

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A. General Information

Grantee Name	City of Reading, Pennsylvania
Name of Entity or Department Administering Funds	Community Development Department
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Marty Mayes
Title	Director
Address Line 1	815 Washington St.
Address Line 2	
City, State, Zip Code	Reading, PA 19601
Telephone	610-655-6211
Fax	610-373-2858
Email Address	marty.mayes@readingpa.org
Authorized Official (if different from Contact Person)	Thomas McMahon
Title	Mayor
Address Line 1	815 Washington St.
Address Line 2	
City, State, Zip Code	Reading, PA 19601
Telephone	610-655-6234
Fax	610-655-6549
Email Address	thomas.mcmahon@readingpa.org
Web Address where this Form is Posted	http://www.readingpa.gov

Amount Grantee is Eligible to Receive*	\$ 1,267,021
Amount Grantee is Requesting	\$ 1,267,021

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

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B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response: In accordance with the City of Reading's Citizen Participation Plan and the HPRP Notice, the City has ensured that information about the Substantial Amendment, the City's proposal for the use of the funds, the range of proposed activities and other information was made available for citizen participation. On April 28, 2009, the Substantial Amendment Notice was posted on the City's website and in the Reading Eagle Newspaper. On May 11, 2009, City Council presented and approved the Substantial Amendment. Public comments were received to May 10, 2009. A copy of the Substantial Amendment was available for public review in the City Community Development Office.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

- ☒ Grantee did not receive public comments.
- ☐ Grantee received and accepted all public comments.
- ☐ Grantee received public comments and did not accept one or more of the comments.

3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response: N/A

C. Distribution and Administration of Funds

Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.
 - ☐ Competitive Process
 - ☐ Formula Allocation

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☒ Other (Specify: used CDBG, ESG and HOME funding
subrecipients)

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response: The City of Reading is integrating the HPRP funding into existing service delivery systems by utilizing its CDBG, ESG, and HOME subrecipient's the Opportunity House and the City of Reading Office of the Human Relations Commission.

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response: The funds will be allocated to the grantees the Opportunity House and the Office of the Human Relations Commission by agreements that are approved by the City. The agreements will contain the scope of work and federal regulatory requirements. The agreements will be executed by September 30, 2009.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

Response: Since the grantees already administer HUD funded activities they are familiar with HUD administrative requirements. The grantee agreements will require the timely disbursement of HPRP funds. The Berks Coalition to End Homelessness, the Berks County Community Development Office, the Opportunity House, and the United Way are involved with the Homeless Management Information System (HMIS). The agreements will require data to be entered into the HMIS system for the required reports. HPRP funding will be allocated for 1) Financial Assistance, 2) Housing Relocation and Stabilization Services, 3) Data Collection and Administration and 4) Administrative Costs. Financial assistance, housing relocation and stabilization services will be provided for both homelessness prevention and rapid re-housing. Prevention activities will keep at risk households from losing their housing and becoming homeless. Rapid re-housing will move households quickly out of the shelter and back into stable housing. Financial assistance to clients will include short-term and medium-term rental assistance, security and utility deposits, utility payments, moving cost assistance; and motel and hotel vouchers. Services to help households locate, obtain and retain permanent housing will also be offered. Housing search and placement services, including tenant counseling, representative payee services for rent and utilities, mediation and outreach to landlords will be available. Case management including service coordination, counseling, monitoring, and evaluation will ensure client success. HPRP funded agencies will conduct a thorough intake and

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assessment of the clients. The grantees will identify whether a household will become homeless unless they receive the assistance. The grantees will be required to submit monthly reports detailing their implementation of the activities and monthly requests for reimbursements. Monthly reports must specify the number of unduplicated clients served (including race, age, sex, income, household size/makeup) and the type of assistance provided. The City will also provide HUD with the required quarterly performance reports on the use of funds. The reports will include total amount of funds received, amount of funds allocated to eligible activities, amount of funds expended, the estimated number of individuals and families served and the estimated number of new jobs created or jobs retained. The City Community Development Department will annually monitor the agency on site and verify reports to determine compliance with program requirements.

D. Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Response: Utilizing the ARRA Matrix provided by HUD and state and local data bases, the City will aim to leverage HPRP funding and identify collaboration opportunities with federal, state and local agencies.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

Response: The Berks Coalition to End Homelessness is a collection of human service organizations, public agencies and nonprofit providers. The Coalition operates to serve the needs of the community who are experiencing difficulty in securing and maintaining housing by providing advocacy, disseminating information and making referrals to appropriate resources. The Coalition coordinates and assists the City in identifying gaps and weaknesses, prioritizing needs, evaluating projects and helping develop the Consolidated Plan. The City maintains membership on the coalition and attends monthly meetings to receive input from the homeless and the homeless service providers that comprise the coalition. The organizations that make up the Coalition have played a vital role in determining the Continuum of Care and have agreed with the use of HPRP funds.

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

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Response: The allowable uses of the HPRP funds are consistent with the Consolidated Plan's focus on helping the homeless achieve permanent housing. The funding will help further the goal to of increasing the percentage of homeless persons moving from transitional housing to permanent housing.

There are four major components to the programs. They are housing location, flexible financial assistance, short/medium term rental assistance, and case management. The housing locator will identify affordable housing and encourage landlords to rent to people who are homeless or at risk of becoming homeless. They can help to negotiate rents and lease terms, and are available to both the tenant and the landlord to resolve any issues that may arise.

Flexible financial assistance will help people stay in their current housing or help them find quickly move to a new location. Assistance could come in the form of the first and last month's rent, utilities, moving cost assistance, or other assistance that will overcome an immediate barrier to entering or maintaining housing.

Short/medium term rental assistance will be provided for up to 18 months depending upon the needs of the household. The amount of assistance will range based upon the income level of the household and will be targeted toward people who would not be able to quickly move into permanent housing without it.

Case Managers will work with people to ensure that their housing situation is stable and that they are accessing the benefits and services they need. They can also help mediate disputes between landlords and tenants, assist with budgeting and money management, and make referrals to other community providers that can address other service or self-sufficiency needs. In order to adequately address the goals outlined in the HPRP, a three tiered approach to aggressively prevent homelessness and quickly return those who are currently homeless into permanent housing must be pursued. By targeting resources to households with the highest risk of becoming homeless and providing enough assistance to prevent or end an episode of homelessness, it is expected that this program will be an effective tool to prevent and significantly reduce homelessness in the city of Reading.

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E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee's preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

HPRP Estimated Budget Summary			
	Homelessness Prevention	Rapid Re- housing	Total Amount Budgeted
Financial Assistance ¹	\$ 401191	\$ 218581	\$ 619772
Housing Relocation and Stabilization Services ²	\$ 288985	\$ 270913	\$ 559898
Subtotal (add previous two rows)	\$ 690176	\$ 489494	\$ 1179670

Data Collection and Evaluation ³	\$ 24000
Administration (up to 5% of allocation)	\$ 63351
Total HPRP Amount Budgeted⁴	\$ 1267021

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled "Amount Grantee is Requesting."

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F. Authorized Signature

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

Signature/Authorized Official

Date

Title